



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

Red Cliff Tribal Council

JOB DESCRIPTION

POSITION: Special Revenue Accountant II

LOCATION: Red Cliff Finance Office

SALARY: \$13.00 - \$15.00, (DOQ), Plus benefits

SUPERVISOR(S): Chief Financial Officer

THIS IS A FULL TIME NON-EXEMPT POSITION

JOB SUMMARY: This position is responsible for general daily monitoring, reconciliation, reporting and fiscal oversight of an assigned group of funds/grants. Perform payroll functions as required. Perform credit card reconciliations on a monthly basis. Perform draws to funding agencies as required.

DUTIES AND RESPONSIBILITIES:

1. Will be assigned to and responsible for financial oversight of programs as assigned by the Chief Financial Officer.
2. Develop, verify and maintain reports for individual programs within assigned group using MIP/SAGE/Accounting Software.
3. Provide financial technical assistance to programs within assigned group of funds/grants.
4. Complete all financial reporting for funds/grants within assigned group.
5. Responsible for computing revenue draws, completing financial forms and draw request forms.
6. Reconciliation of credit card transaction for all Tribal bank accounts on a monthly basis.
7. Serve as backup to the payroll accountant to include employer/employee tax payments and other employer/employee payroll deductions/liabilities.
8. Serve as backup for draws to funding agencies.
9. Serve as back up to the Travel Clerk to process travel advances/reconciliations.
10. Provide customer service functions at Finance Office window as needed.
11. Provide information to Tribal Administration, Chief Financial Officer, Treasurer, and Senior Accountant as required.
12. Attend staff and other meetings, in-services, and events as directed by supervisor.
13. Participate in training activities to enhance knowledge of team skills, systems functionality etc.

14. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of and sensitivity to Ojibwe culture and traditions

QUALIFICATIONS:

1. High school diploma, HSED, or GED
2. Associate Degree in Accounting or related field OR 2 years of experience in accounting (preferably Tribal government).
3. Experience in payroll processing is strongly recommended.
4. Experience in computerized accounting systems, is required.
5. Experience in Microsoft Office programs, especially Excel and Word is required.
6. Must possess strong analytical, numerical, reasoning and decision making abilities.
7. Must be able to work well in a team setting and possess problem and conflict resolution skills.
8. Must have a valid driver's license, vehicle and appropriate vehicle coverage and maintain driver's eligibility as a condition of employment. Be eligible to be put on the tribe's vehicle insurance policy.

PERSONAL CONTACTS: Daily contact with Tribal Administration, Division Administrator, Program Directors, funding agencies, customers, etc.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, and carrying. Items may be placed on overhead storage. Weights to be carried are usually less than 50 pounds.

WORK ENVIRONMENT: Work setting must be maintained as a clean, nonsmoking, well-ventilated area in compliance with all applicable safety regulations. All tribal buildings are smoke free.

TRAVEL REQUIREMENTS: Will be required to attend training and meetings both in state and out of state. Attend Tribal Council meetings as directed.

BEHAVIOR AND ATTITUDE: The vision, goals and objectives of the Red Cliff Band of Lake Superior Chippewa requires that the employee performs in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any Behavior or Attitude that tarnishes the Name or Image of the Red Cliff Band of Lake Superior Chippewa will be subject to immediate disciplinary action up to and including termination.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application, to include work history and references; available on the tribal website.
2. Tribal Background Investigation Disclosure; available on the tribal website.
3. Cover letter and resume.
4. Post-secondary transcripts or certifications; if applicable.

POSTING: **October 10, 2017**

DEADLINE: **October 24, 2017 @ 4:00 pm**

FOR FURTHER INFORMATION CONTACT:

Red Cliff Tribe
Human Resources Department
88455 Pike Road, Hwy 13
Bayfield, WI 54814
www.redcliff-nsn.gov
ashley.poch@redcliff-nsn.gov

(715) 779-3700 ext. 4268

This job description is subject to change at employer's discretion, after consultation with the employee.

THE RED CLIFF TRIBAL COUNCIL HAS A DRUG FREE WORK PLACE POLICY AND ADHERES TO THE INTENT OF THE DRUG FREE WORK PLACE ACT. ALL NEW HIRES ARE SUBJECT TO A DRUG TEST PRIOR TO STARTING.

ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.

4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 13 paid holidays.